



# ARCHITECTURAL APPLICATION

This application is submitted Pursuant to the Declaration of the Covenants, Conditions, and Restrictions (**CC&R's**) and all Guidelines set forth by Executive Boards, Architectural Control, Review, or Design Committees for each individual **HOA**. It is understood that only complete applications with all required information are accepted and processed, and therefore subject to each **HOA's** given timeline. Notification of the decision will be through the **HOA's** representatives.

Today's Date: \_\_\_\_\_

Name of HOA: \_\_\_\_\_

Owner(s) Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Contact Information: (HM#) \_\_\_\_\_ (Cell#) \_\_\_\_\_ (Email) \_\_\_\_\_

**Name & Describe Proposed Project:**

(type, size, shape, height, width, color, materials, location Etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE PROVIDE THIS REQUIRED INFORMATION**

- \_\_\_\_\_ Location, Elevations, Dimensions and Diagram
- \_\_\_\_\_ Specifications (e.g., manufacturer's brochure)
- \_\_\_\_\_ Colors – Samples & Product Information
- \_\_\_\_\_ Materials – Samples or Product Information
- \_\_\_\_\_ Photographs
- \_\_\_\_\_ Drawings
- \_\_\_\_\_ Other

**Pursuant to the CC&R's of the HOA, I / We acknowledge the association may assess, fines and fees, through their representatives, to my HOA account. Therefore, I / We agree to the following list of provisions. (These provisions DO NOT supersede the CC&R's for any HOA)**

1. No work or commencement of work will be made by me or my contractor until I have received written approval from the Association through its representatives.
2. All work will be done at my expense, and all future upkeep and maintenance will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in good, efficient, and competent manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other unit owners of the Association.

5. No trash or debris from the project will be placed on property belonging to other unit owners or on Association common property.

6. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.

7. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected to this work.

8. I and any Contractor/Vendor will comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work. I will obtain any and all necessary governmental permits and approvals prior to the commencement of work. I understand and agree that the Homeowners Association, its Board of Directors, it's agent(s), and the Committee have no responsibility with respect to such compliance and that the Board of Director's or it's designated Committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement.

9. The contractor name and contact information: \_\_\_\_\_

10. Waiver Release for OneWay Community Management to communicate with Contractor/Vendor regarding this application and committee's decision. Circle, then **initial**: Yes / No \_\_\_\_\_

11. If approved, work may commence within \_\_\_\_\_ days. With completion to be approximately \_\_\_\_\_ days after.

12. If approved, once the project is complete, I will notify the Architectural Committee through its representatives in writing (email sufficient). An inspection can then be made to ensure compliance to approved submittal. Completion time shall conform to the **COVENANTS** of the **HOA** for this specific project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mail application to:** Name of HOA: \_\_\_\_\_  
c/o: *OneWay Community Management* 1008 8<sup>th</sup> Street Greeley, CO 80631

**\*Electronic Submittals are accepted. Email to: [arc@onewayhoa.com](mailto:arc@onewayhoa.com) (970)515-5004**

\*Must be legible and printable.

**FOR OFFICE USE ONLY**

I have received this application and attachments on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
Receipt is not validation of a complete application.

\_\_\_\_\_  
Received by **HOA** Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of **HOA** Representative

\_\_\_\_\_  
Date

**Approved** [ ]

**Denied** [ ]

Approval valid Per HOA Covenants